

**Purpose****Purpose**

Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

When an employee submits a Leave Request from ESS, a workflow is triggered and sent to the manager. The manager must process (approve or reject) the request in MSS. Tracking team absences will assist the manager with staffing and planning.

**NOTE:** Employees will not enter absences into the time sheet. All absence hours will be entered in the Leave Request service in ESS. The absences will be automatically posted to the time sheet once posted.

Employees can enter leave time in ESS retroactively up to 30 days. After the leave request is approved, it can still be changed by the employee in ESS. Employees will need make the applicable changes and re-submit. The manager will need to approve it again.

**Rejecting a Leave Request** - Managers have the option to reject the employee's leave request. However, the employee will not receive an automated notification to inform them of the rejection. Managers should make the effort to communicate if a rejection is made. However, the employee is strongly urged to monitor its status in ESS (via the 'Show Overview of Leave' option). In the instance of a rejected leave request, the employee will either resubmit it (e.g. for another day) or delete it in ESS.

The **Approve Leave Requests** service is located on the My Team workset in MSS. The manager can approve or reject the leave request directly from the application or from the Universal Worklist (UWL).

**NOTE:** Leave Requests cannot be processed from within the SAP Business Workplace (in SAP). The Leave Request workflows can only be processed from within MSS or the UWL (via the MySCEmployee portal).

**Trigger**

Use this service in Manager Self-Service (MSS) to process Leave Requests (approve or reject) submitted by your employees.

**Prerequisites**

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

**Menu Path**

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Team ➔ Employee Working Times ➔ Approve Leave Requests

**Transaction Code**

MSS

**Helpful Hints**

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

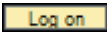
## Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | Employee Self-Service | Manager Self-Service

Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.

### News Of Interest

- Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
- Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.

### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS

5. Click the **Manager Self-Service** tab

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | Employee Self-Service | **Manager Self-Service**

Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
  - Tasks and Alerts**
  - My Team
  - My Organization
  - My Reports

Universal Worklist

Tasks (5 / 5) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (5 / 5) | Select a Subview... | All

Create Task | Show Filters | Hide Preview

Subject	From	Sent	Priority	Due	Status
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New

Row 1 of 5

**John D. Anderson's Leave Request**

Sent: Today by esstrain5, Priority: Normal  
Status: New

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.  
To view the worklist, start the Web application for approving leave

You can also:  
[Display Details in SAP GUI](#)  
[Create Ad-Hoc Request](#)



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Approve Leave Requests** service by expanding the folders down the tree structure: *My Team --> Employee Working Times --> Approve Leave Requests*



The **Approve Leave Requests** service can also be launched from the Universal Worklist (UWL). Leave Requests cannot be processed directly in SAP via the Business Workplace.

**Welcome msstrain5, MySCEmployee**  
powered by **SCES**

Welcome Employee Self-Service Manager Self-Service

**Overview**

**Approve Leave Requests**

**Detailed Navigation**

- My Work Overview
  - Tasks and Alerts
- My Team
  - Team Overview
  - Employee Information
  - Employee Working Times
    - Approve Time Sheet Data
    - Approve Leave Requests**
    - Team Calendar
  - Travel Management
- My Organization
- My Reports

**Approve Leave Requests**

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Worklist](#)

**Requests waiting for approval**

Date of Request	Requester	Type of Leave	From	To	Used
9/16/2009	Mary Ann Simons	A. Annual Leave	9/21/2009	9/23/2009	19 Hours
9/22/2009	John D. Anderson	A. Annual Leave	11/16/2009	11/20/2009	37.50 Hours
9/22/2009	John D. Anderson	A. Annual Leave	9/29/2009	9/29/2009	2 Hours
9/22/2009	John D. Anderson	A. Annual Leave	9/25/2009	9/25/2009	9 Hours
9/30/2009	John D. Anderson	A. Annual Leave	11/6/2009	11/6/2009	9 Hours

Row 2 of 6



Leave Request Information for managers:

- The details of all pending leave requests are displayed: date of request, employee name/requester, type of leave (absence type), dates of requested leave, and hours requested.
- Leave requests are sent by employees from ESS.

**6.1.** To display the Team Calendar, click [Show Team Calendar](#). Managers can use the team calendar to assist in staffing needs and make a decision whether to approve or reject a leave request.

**Approve Leave Requests**

1 2 3  
 Display and Edit Review and Send Completed

▼ Hide Team Calendar ► Show Worklist

Display Data for:  for:  in:

	2009 September																													
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
John D. Anderson																														
Michelle S. Dickerson																														
Theodore Moore																														
William J. Salvatore																														
Mary Ann Simons																														

☐ Absent 
 ☐ Multiple Entries 
 ☐ Sent 
 ☐ Deletion Requested

Data of 10/1/2009 9:45:56 AM [Refresh](#)

- To approve a leave request, select a line item from the list. Once an item is selected, the lower portion of the screen will display with the details of the request. Managers also have access to the employee's Quota Balances.

1 2 3  
Display and Edit Review and Send Completed

[Show Team Calendar](#) [Hide Worklist](#)

**Requests waiting for approval**

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9/16/2009	Mary Ann Simons	A. Annual Leave	9/21/2009	9/23/2009	19 Hours
9/22/2009	John D. Anderson	A. Annual Leave	11/16/2009	11/20/2009	37.50 Hours
9/22/2009	John D. Anderson	A. Annual Leave	9/29/2009	9/29/2009	2 Hours
9/22/2009	John D. Anderson	A. Annual Leave	9/25/2009	9/25/2009	9 Hours
9/30/2009	John D. Anderson	A. Annual Leave	11/6/2009	11/6/2009	9 Hours

Row 2 of 6

**Mary Ann Simons has requested the following leave:**

Type of Leave:

Date:  To

Duration:  Hours

Used: Annual Leave: 19.00 Hours

Previous Notes:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	6/29/2009	12/31/9999	37.50 Hours	18.50 Hours
Sick Leave	6/29/2009	12/31/9999	37.50 Hours	37.50 Hours
Holiday Comp	7/3/2009	10/3/2009	1.50 Hours	1.50 Hours
Holiday Comp	9/7/2009	12/7/2009	7.50 Hours	7.50 Hours
Holiday Comp	10/3/2009	1/3/2010	0.00 Hours	0.00 Hours
Holiday Comp	11/11/2009	2/11/2010	0.00 Hours	0.00 Hours
Holiday Comp	11/26/2009	2/26/2010	0.00 Hours	0.00 Hours
Holiday Comp	11/27/2009	2/27/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/7/2009	3/7/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/24/2009	3/24/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/25/2009	3/25/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/28/2009	3/28/2010	0.00 Hours	0.00 Hours

[Previous Step](#) [Approve](#) [Reject](#)

8. Perform one of the following:
- |                                      |                               |
|--------------------------------------|-------------------------------|
| If                                   | Then                          |
| You want to APPROVE a leave request. | Click <a href="#">Approve</a> |
| You want to REJECT a leave request.  | Click <a href="#">Reject</a>  |
9. For the purpose of this exercise, click [Approve](#).

Welcome msstrain5, **MySCEmployee**  
powered by **SCSIS**

Welcome Employee Self-Service Manager Self-Service

Overview

**Approve Leave Requests**

**Detailed Navigation**

- My Work Overview
  - Tasks and Alerts
- My Team
  - Team Overview
  - Employee Information
  - Employee Working Times
    - Approve Time Sheet Data
    - Approve Leave Requests**
    - Team Calendar
  - Travel Management
- My Organization
- My Reports

Date: 9/21/2009 To 9/23/2009

Duration: 19 Hours

Used: Annual Leave: 19.00 Hours

Note for Requester:

Previous Notes: Request time off.

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	6/29/2009	12/31/9999	37.50 Hours	18.50 Hours
Sick Leave	6/29/2009	12/31/9999	37.50 Hours	37.50 Hours
Holiday Comp	7/3/2009	10/3/2009	1.50 Hours	1.50 Hours
Holiday Comp	9/7/2009	12/7/2009	7.50 Hours	7.50 Hours
Holiday Comp	10/3/2009	1/3/2010	0.00 Hours	0.00 Hours
Holiday Comp	11/11/2009	2/11/2010	0.00 Hours	0.00 Hours
Holiday Comp	11/26/2009	2/26/2010	0.00 Hours	0.00 Hours
Holiday Comp	11/27/2009	2/27/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/7/2009	3/7/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/24/2009	3/24/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/25/2009	3/25/2010	0.00 Hours	0.00 Hours
Holiday Comp	12/28/2009	3/28/2010	0.00 Hours	0.00 Hours

Previous Step Review



The 'Not for Requestor' field is open for the approve to make a note/comment for the employee. It is recommended to use this field when REJECTING the leave request to explain the reason to the employee.

10. Click **Review**.



The screenshot displays the 'MySCEmployee' Manager Self-Service interface. The top navigation bar includes 'Welcome msstrain5', 'MySCEmployee powered by SCEIS', and tabs for 'Welcome', 'Employee Self-Service', and 'Manager Self-Service'. The 'Manager Self-Service' tab is active, showing an 'Overview' section with 'Approve Leave Requests' highlighted. A detailed navigation pane on the left lists various options, with 'Approve Leave Requests' selected under 'Employee Working Times'. The main content area shows a three-step process: '1 Display and Edit', '2 Review and Send' (current step), and '3 Completed'. Below the process bar, two warning messages are displayed: 'Earliest recalculation for time evaluation exceeded' and 'First day 09/21/2009 of attendance/absence is a day off (att./absence type 2000)'. A summary for 'Mary Ann Simons' indicates a request for 'A Annual Leave' from 'Monday, September 21, 2009 to Wednesday, September 23, 2009' for a duration of '19 Hours'. The 'Used' section shows 'Annual Leave: 19.00 Hours'. At the bottom, there are two buttons: 'Previous Step' and 'Approve Request'.

11. Click **Approve Request** to approve the leave request. In the event of rejecting a leave request, the **Reject Request** button will be available on the screen. The processing status will be available to the employee in ESS.

The screenshot displays the MySCEmployee Manager Self-Service interface. The top navigation bar includes 'Welcome msstrain5', 'MySCEmployee powered by SOEIS', and tabs for 'Welcome', 'Employee Self-Service', and 'Manager Self-Service'. The 'Manager Self-Service' tab is active, showing an 'Overview' section with 'Approve Leave Requests' highlighted. A detailed navigation pane on the left lists various options, with 'Approve Leave Requests' selected. The main content area shows a progress bar with three steps: '1 Display and Edit', '2 Review and Send', and '3 Completed'. A message states 'You have approved the leave request.' and provides a link to 'Approve Another Absence'. Below this, it lists the details of the approved leave request: Requester: Mary Ann Simons, Type of Leave: A: Annual Leave, Date: from Monday, September 21, 2009 to Wednesday, September 23, 2009, Duration: 19 Hours, and Used: Annual Leave: 19.00 Hours.



To go back to the main approval screen and process another leave request, click [Approve Another Absence](#).



Reference: See BPP for ESS - Leave Request.

**Result**

You processed leave requests (approve or reject) submitted by your employees